

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 10-201**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**15 DECEMBER 2000**

**Operations**

**STATUS OF RESOURCES AND TRAINING  
SYSTEM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(SSgt David B. Smith)  
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Certified by: HQ AFMC/DOO  
(Mr Charles L. Welty)  
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This supplement does not apply to the Air National Guard or US Air Force Reserve units and members except those units gained by AFMC when activated. It applies to all AFMC status of resources and training system (SORTS) reporting units. AFMC units may further supplement this directive, as required. The subordinate reporting organization (SRO) will validate unit recommended changes and submit them to the command reporting organization (CRO) HQ AFMC/DOOC. Submit waiver requests to HQ AFMC/DOOC through the appropriate MAJCOM functional area manager (FAM). HQ AFMC/DOOC is the final approval authority for waivers. If approved, HQ AFMC/DOOC will establish the effective date and expiration date, as appropriate. Consider submitting recommended changes for long-term situations requiring waivers.

**SUMMARY OR REVISIONS**

This supplement outlines additional requirements for specific duties and outlines specific roles and responsibilities within the SORTS reporting system. Guidance has been added for reporting AEF information in the remarks section of the monthly SORTS report.

**AFI 10-201, 4 May 2000, is supplemented as follows:**

1.1.3. SORTS will not be used as a tool to establish new requirements/acquisitions or procurement of additional resources. These needs should be acquired through proper procurement/acquisition channels.

1.3.1. If the C-level change cannot be completed and transmitted to NMCC in the 24-hour window allowable, contact HQ AFMC SORTS manager. Request an extension for mitigating circumstances.

1.4.1.3. All applicable worksheets, amplifying remarks, SORTS reports, and SORTS database for **TWO or MORE** measured units are classified as **SECRET** unless a higher classification is directed.

1.5.2. SROs will release unit databases to the applicable unit SORTS monitors. The unit SORTS monitors are responsible for providing designed operational capability (DOC) statements, databases, and

reports to other base agencies/personnel who have a valid need-to-know and appropriate clearance, for example, installation deployment officers (IDO).

1.6.8.2. Remarks will be updated or deleted as required to maintain the JCS database with remarks no older than 30 days.

1.7.4. AFMC SORTS DOC Statement approval authority is HQ AFMC/DOOC.

1.7.4.1. (Added) DOC statements will not be approved and published until all resources are funded and/or fielded to meet requirements.

1.7.6.6. HQ AFMC Subordinate Reporting Organizations:

AEDC/DOO, Arnold AFB TN  
311 ABG/CP, Brooks AFB TX  
95 ABW/CP, Edwards AFB CA  
96 ABW/XPO, Eglin AFB FL  
66 ABW/CP, Hanscom AFB MA  
75 ABW/CP, Hill AFB UT  
76 ABW/CP, Kelly AFB TX  
377 ABW/CP, Kirtland AFB NM  
61 ABG/CP, Los Angeles AFB CA  
77 ABW/CP, McClellan AFB CA  
WR-ALC/XPW, Robins AFB GA  
552 ACW/CPR, Tinker AFB OK  
88 ABW/CP, Wright-Patterson AFB OH  
SSG/EDX, Maxwell AFB Gunter Annex AL  
738 EIS, Keesler AFB

1.9.1. (Added) SROs and unit monitors will ensure they conduct a review of all applicable DOC statements. This review must be annotated in the annual review date block of DOC statements. Measured unit commander's signature required.

1.12.7. If a unit is going to submit a report with a overall C-level at C-3 or below, they must notify their MAJCOM FAM prior to the submission of the report. The overall worksheet must contain the statement "Functional Area Manager has been contacted," the signature of the unit monitor that contacted the MAJCOM FAM, and the unit commander's initials.

1.12.7.1. (Added) For Aircraft Battle Damage Repair (ABDR) Engineer Element, commanders are able to assess downward depending on whether or not all taskings can be met. If personnel and/or training percentages are C-1, the commander should assess downward if, for any weapon system, either personnel are not available or all personnel are not trained.

1.12.9. MAJCOM FAM will submit all C-5 requests to HQ AFMC/DOOC.

1.14.2. The command SORTS DOC statement approval authority is HQ AFMC/DOOC.

1.14.2.4. HQ AFMC/DOOC is the office that authorizes units to report C-5.

1.14.3. The designated CRO for AFMC SORTS is HQ AFMC/DOOC.

1.14.3.20. (Added) CRO will conduct a monthly SORTS readiness briefing to HQ AFMC/DO.

1.14.3.21. (Added) Conduct quarterly SORTS readiness briefing to HQ AFMC/CC.

1.14.3.22. (Added) Conduct quarterly training sessions with all SROs via VTC (videoteleconference).

1.14.3.23. (Added) Provide wing commanders with quarterly error/late report via e-mail.

1.14.3.24. (Added) Maintain a record of the staff assistance visit (SAV) accomplished by HQ AFMC/DOOC for one year IAW AFMAN 37-139, *Records Disposition Schedule*.

1.14.3.25. (Added) Provide FAMs their SORTS data for their specific area of responsibility monthly until they obtain GCCS/SIPRNET access.

1.14.3.26. (Added) HQ AFMC/DOOC is the command OPR for scheduling the Air Education and Training Command (AETC) SORTS Data Handler's Course (E4AST1C351-000).

1.14.3.26.1. (Added) In addition to coordinating with AETC on scheduling issues HQ AFMC/DOOC must submit command-training requests no later than the first duty day in October of each year for the next fiscal year (FY) requirements.

1.14.3.26.2. (Added) Coordinate with HQ AFMC/DPEO for each scheduled class and request course training quotas.

1.14.3.26.3. (Added) Coordinate with AETC and the command host site on class arrangements.

1.14.3.26.4. (Added) Transmit initial SORTS Data Handler's Course notification message to SROs and DRUs.

1.14.4.4.1. (Added) Coordinate new or revised DOC statements through:

1.14.4.4.1.1. (Added) AFMC Manpower Office (XPMQ). Verify that the unit is properly registered in the PAS directory to ensure use of the correct UIC.

1.14.4.4.1.2. (Added) AFMC employment and deployment planners (XP-AO).

1.14.4.4.1.3. (Added) Partially tasked UTC HQ FAMs (if applicable).

1.14.4.4.2. (Added) Provide HQ AFMC/DOOC the coordinated DOC statements for approval and implementation.

1.14.4.8. (Added) Ensure annual review of DOC statements begin at least 30 days prior to the DOC statement effective month.

1.16.1.1.1. Appoint via memo addressed to the SRO and HQ AFMC/DOOC. Appointment memos will be updated annually or as changes occur.

1.16.1.1.2. The primary SORTS manager, at a minimum, must attend a SORTS Datahandler's Course hosted by AETC.

1.16.2.1. SROs must review their units' databases in the GCCS/SIPRNET to ensure their reports are less than 30 days old and have processed correctly. If not, contact the CRO to discuss problem. Resubmit as directed.

1.16.2.1.2. (Added) Units will use AFSORTS.DET as the primary tool to input into the JCS database.

1.16.2.1.3. (Added) Review and validate measured units databases to ensure data is current and accurate at least monthly. Ensure remarks provide sufficient detail to explain problems of shortfalls. Contact the unit SORTS monitor for clarification. Direct the unit to submit a new report to correct inaccurate, unclear, or inadequate data or remarks.

1.16.2.3. When notified of technical SORTS errors or database discrepancies (e.g., RAMP error messages, monthly error reports, and telephone notifications), SROs must submit a report correcting the discrepancy within 24 hours. Extensions may be requested through HQ AFMC/DOOC.

1.16.2.7. (Added) Establish and maintain procedures to brief group/wing and/or center commanders on current SORTS readiness status. Commanders will determine frequency of briefings; however, HQ AFMC/DOOC recommends commanders are briefed at least quarterly.

1.16.2.8. (Added) Staff Assistance Visits.

1.16.2.8.1. (Added) Conduct semiannual staff assistance visits (SAV) on reporting units.

1.16.2.8.2. (Added) Maintain a record of the SAV, findings, and unit replies for one year IAW AFMAN 37-139. Maintain a record of the most current HQ AFMC SAV and findings.

1.16.2.9. (Added) Maintain copies of unit C-level worksheets and easy-read databases for 90 days IAW AFMAN 37-139.

1.16.2.10. (Added) Schedule measured units SORTS report submission early enough to allow for SRO consolidation and transmission of reports to the JCS database within established reporting criteria.

1.16.2.10.1. (Added) Reports must be submitted by the last duty day of the month prior to the expiration of the date of report, RICDA, date.

1.16.2.11. (Added) Provide measured units a copy AETC SORTS Data Handlers course schedule. When hosting a Data Handlers course provide reporting instructions to all SROs with base personnel attending and the base manpower flight. The reporting instructions will include class start date, time, building and room number where the class will be held, information concerning billeting arrangements, available transportation, cost from local airport to base and required uniform.

1.16.2.12. (Added) The SRO will store classified unit DOC statements if the unit is unable to maintain it according to current security guidelines.

1.16.2.13. (Added) Maintain AFI-10-201, this supplement and any published local guidance.

1.17.1. (Added) Appoint in writing at least one alternate to sign worksheets and SORTS reports. Provide a copy of this appointment letter to the SRO. The alternate should not be the same individual that prepares the worksheets. If the alternate is the same person that prepares the worksheets then the commander will be back-briefed and must initial and date the overall worksheet within 5 duty days of returning to unit.

1.17.1.1. The commander will review and initial each page of the worksheet package and sign the overall page.

1.17.1.3. Commanders must ensure the primary SORTS monitor attend the AETC SORTS Data Handlers Course and has a minimum of one-year retainability. Provide an appointment memo to SRO and local support agencies.

1.17.2.1. Provide the SRO a completed worksheet package signed by the commander.

1.17.2.6. (Added) As a minimum, the primary SORTS monitor must attend the AETC SORTS Data Handlers Course.

1.17.2.7. (Added) Maintain copies of properly classified SORTS worksheets and reports on file for at least 90 days IAW AFMAN 37-139, *Records Disposition Schedule*.

1.17.2.8. (Added) Maintain AFI-10-201, this supplement and any published local guidance.

1.17.2.9. (Added) Maintain a record of all SAV, findings, and replies for one year IAW AFMAN 37-139.

1.17.2.10. Quarterly, physically validate/inventory the raw data reported (i.e., number of each type mobility bag and other equipment and supplies on hand) and confirm actual training completed. Validation finding must be annotated in writing and signed by the commander. Maintain current validation findings on file.

1.20.1. When available, SORTS monitors can obtain a personnel product from their unit orderly room using PC III in lieu of obtaining a SORTS desire listing from the local personnel office. Products will be no older than 15 days.

1.23. Do not use OVERRIDE sequence number feature without written approval from HQ AFMC/DOOC. If approval is granted, OVERRIDE sequence numbers will only be used in that one case. No future use is authorized. Authorization will be given on a case-by-case basis.

**Table 2.1, rule 12a. (Added)**

R U L E	A	B	C
	if unit is a(n)	and the unit situation is that it	then report C-6 in fields
12a	Base Transportation unit	with vehicle operator taskings against UFTSK or UFTSA UTCs. (UFTSK and UFTSA UTCs do not require the operation of combat essential vehicles listed in Table 5.16, which Rule 16 of Table 6.4 specifies as a criterion for rating the training of vehicle operators.)	TRRAT

3.1.4. For units assigned a “frag” or portion of a UTC tasking, submit reports signed by commander or alternate no later than 5 duty days prior to the last duty day of the month or earlier if directed by the reporting agency.

3.3.1.2. For ABDR Engineer Element; The total personnel percent (P-level) will only be rated P-1 if all UTCs are fully staffed; for all other instances personnel will be rated no higher than P-2. To calculate the overall P-level, assess each mission design series (MDS) supported, using the critical personnel percentages (AFI 10-201, Table 3.3). The lowest MDS P-level should be used as the overall P-level. If, after calculating the C-level, one or more of the UTCs do not have personnel available the commander should assess the C-level on the ability to support each MDS. The commander must provide rationale (by MDS) in the REMARKS section when changing the C-level, using the label REASN.

3.4.3. (Added) For ABDR Engineer Element. All supported weapon systems and number of engineers authorized/assigned/available, supporting that weapon system must be listed in the Remarks section (REASN) identified as active duty, IMA or civilian.

6.5.1.1.1. For ABDR Engineer Element. The commander should assess the overall C-level downward if the training T-level calculation is T-1 and not all engineers are fully trained. ABDR Engineer UTCs consist of only 1 person; therefore, ABDR Engineer Element should only be rated C-1 if all resources on hand are trained or should be rated downward if any resources need additional training. The commander must provide rationale (by weapon system) when changing (commander assessment) the C-rating in the REMARKS section using the label TRRES (MDS/number of engineers' available/trained and identified as active duty, IMA or civilian).

**Attachment 6 (ADDED)**  
**AEROSPACE EXPEDITIONARY FORCE (AEF) GUIDANCE**

**A6.1.** This attachment provides guidance to HQ AFMC functional area manager (FAM), command post SORTS/AEF managers, unit commanders and unit SORTS/AEF managers on proper reporting procedures of AEF readiness to the AEF center.

**A6.2.** Report against all steady state and AEW taskings. You must report all future taskings.

**A6.3.** Interpreting GO and GO with commander or FAM action.

A6.3.1. GO. The AEF package is 100 percent. This AEF package has all personnel, all personnel are trained and contains all equipment and supplies needed and all equipment is in working condition.

A6.3.1.1. 6.3.1.1. GO with CC action. This unit is missing personnel or does not have all training completed or is missing equipment or equipment is nonfunctional. At this time, the commander feels they can meet AEF tasking requirements based on the actual AEF location needs/requirements (i.e., can meet mission requirements with 9 out of 10 and has coordinated action with the affected deployment site). The commander must explain the deficiency, the actions that are being taken to fix the actual deficiency and an estimate of when the AEF package will be well, the alternative plan and any additional amplifying comments.

A6.3.1.2. GO with FAM action. This unit is missing personnel or does not have all training completed or is missing equipment or equipment is nonfunctional. After a unit has identified any deficiency to their AEF requirements the unit must contact their FAM and advise the FAM of any deficiency in order to allow the FAM to provide the unit with possible alternatives. Once the alternative has been identified, the commander is briefed and the unit must provide the following information to be included in the JCS database: explain the deficiency, the actions that are being taken to fix the actual deficiency and an estimate of when the AEF package will be well, the alternative plan and any additional amplifying comments.

A6.3.2. Interpreting NO GO. This AEF package is less than 100 percent. This unit is missing personnel or does not have all training completed or is missing equipment or equipment is non-functional. This AEF package can not meet the required AEF mission at this time. Commander and FAM have been notified and are unable to provide any alternatives. This unit must include and estimated get well date (EGWD).

**A6.4.** Units with current DOC statements and are reporting SORTS readiness. Units that are reporting SORTS readiness to the JCS database will submit an AEF worksheet (example at Figure A5.1) with their monthly SORTS reports to the SRO. The worksheets will contain all applicable information for each AEF tasking (i.e., AEF 1, 2, 3...) To include personnel, training and equipment and supplies/conditions. This information will be included in the JCS database and will be identified in the units' report located in the remarks section under the **CARAT** label. SRO will extract the following information from the AEF worksheets and ensure that all information required is identified under the **CARAT** label:

A6.4.1. Identify the reporting unit NAME/POC/DSN for POC/Applicable AEF Packages (e.g. 72 MG Wright Patterson/SSgt Jones/123-4567/3,8,5).

A6.4.2. Identify AEF packages that are GO.

A6.4.3. Identify AEF packages that are NO GO/EGWD/amplify remarks.

A6.4.4. Identify AEF packages that are GO with FAM/CC action/amplify remarks to include explain the deficiency, the actions that are being taken to fix the actual deficiency and an estimate of when the AEF package will be well, the alternative plan and any additional amplifying comments.

**A6.5.** Units without DOC statements and are NOT reporting SORTS. Units that are NOT reporting SORTS readiness to the JCS database will submit an AEF worksheet (example at Figure A6.1) to the SRO (base command post SORTS manager) monthly. The worksheets will contain all applicable information for each AEF tasking (i.e., AEF 1, 2, 3...) to include personnel, training and equipment and supplies and equipment conditions. This information will be included in the JCS database under the base NCC database and will be identified in the NCC report located in the remarks section under the CARAT label. SRO will extract the following information from the AEF worksheets and ensure that all information required is identified under the CARAT label:

A6.5.1. Identify the reporting unit NAME/POC/DSN for POC/Applicable AEF Packages (e.g. 95 ABW command post/SSgt Jones/123-4567/2,5).

A6.5.2. Identify AEF packages that are GO.

A6.5.3. Identify AEF packages that are NO GO/EGWD/ amplify remarks.

A6.5.4. Identify AEF packages that are GO with FAM/CC action/amplify remarks explain the deficiency, the actions that are being taking to fix the actual deficiency and an estimate of when the AEF package will be well, the alternative plan and any additional amplifying comments.



**Figure A6.1. Example AEF Worksheet.**

**Note:** Units will use a locally developed worksheet that will contain the following information.

**CONFIDENTIAL (when filled in)**

**AEF Package Worksheet**

**AEF:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Prepared by:** \_\_\_\_\_

Personnel: \_\_\_\_\_ Training: \_\_\_\_\_  
                   auth        avail        go/no go                    auth        avail        go/no go

Equipment (combine all your equipment totals and input overall number):

\_\_\_\_\_   
 auth        avail        go/no go

Equipment Condition:

\_\_\_\_\_   
 auth        avail        go/no go

AEF Overall Assessment (GO/NO GO):

\_\_\_\_\_ or Commander has determined the following:

(circle if applicable)    GO w/CC Action                    or                    GO w/FAM Action

Amplifying Remarks:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Commander's Initials \_\_\_\_\_

If this unit is NO GO: "FAM has been contacted"

Signature of individual who contacted FAM \_\_\_\_\_

There has been no change to the information provided in these worksheets this month.

Commander's Initials \_\_\_\_\_ Date \_\_\_\_\_

**CONFIDENTIAL (when filled in)**

Classified by CJCSI 3401.02 Declass on \_\_\_\_\_

WILBERT D. PEARSON, JR., Brig General, USAF  
 Director, Operations